



The Lunch Line

A newsletter of
Bureau of Nutrition & Health Services
Iowa Department of Education

Please route to:

<input type="checkbox"/> Food Service Director	<input type="checkbox"/> Record Keeper	<input type="checkbox"/> Superintendent
<input type="checkbox"/> Kitchen Staff	<input type="checkbox"/> Principal	<input type="checkbox"/> _____

6-Cent Certification Update!

School Food Authorities continue to submit documents for the 6-cent certification. As of the middle of March, 336 SFAs have submitted documents, and 142 SFAs have been certified and have started receiving the additional monies for demonstrating compliance with the new meal pattern. Please remember that while there is no deadline for submitting documents, the menu used for certification must be from the month submitted or one month previous or the month coming up. So, if submitting in April, the menu may be from March, April or May. Please contact your assigned consultant for assistance.

Yikes! I've Been Selected for a 6-Cent Validation Review. What Should I Expect?

Validation reviews have started across the state and will continue through June. The State Agency is required to randomly select at least 25% of certified SFAs for on-site validation reviews. This is an opportunity for the State Agency to confirm that the information submitted for certification matches the practices and meal service.

We will look at: meal service for each distinct menu for breakfast and lunch for all grade groups; the point of service person/s for accuracy if identifying a reimbursable meal; student understanding and selection of a reimbursable meal; planned serving sizes; milk; menus and production records from the week of certification and the week of validation; CN labels and product labels; condiments; bid specifications; recipes; component contributions planned for the day and the week; and the menu plan for the week. This is a time for us to see that what was reported on paper is being done in practice. SFAs will be notified if they have been selected for a validation review.

Spring Issue, 2013

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6-Cent Certification By The Numbers: Is It Worth It?

Completing the certification process can be frustrating and time consuming. Is it worth it? Let's take a look at the numbers. Assuming twenty serving days per month and eight months eligibility for the 6-cents reimbursement, this is what it could add up to:

# of meals per day	Daily	Monthly	Eight months
350	\$21.00	\$420.00	\$3360.00
1,000	\$60.00	\$1200.00	\$9600.00
4,000	\$240.00	\$4800.00	\$38,400.00
10,000	\$600.00	\$12,000.00	\$96,000.00

Add to that, the probability of an eventual increase in the 6-cents, and the fact that if you certify this year, your school will not be first on the list for review next year, and it's a pretty tasty prospect.

Iowa schools are doing a good job! As of February 1, over 200 districts have submitted certification materials, approximately 70 districts have been certified, and almost 30 districts have been scheduled for validation reviews. If you need assistance completing your certification materials, contact your consultant or Amanda Miller, amanda.miller@iowa.gov, or Angie Mitchell, angela.mitchell@iowa.gov.

PROCUREMENT: Increased Threshold For Informal Bids



In October, the federal government increased the federal small purchase threshold from \$100,000 to \$150,000. *SP 01-2013*

What does that mean for you? Let's look at your main vendor bid as an example. If the overall total of the bid will be under the \$150,000 threshold, you are *permitted* to use an *informal* procurement method. If your total purchases are over the threshold, then you are *required* to use a *formal*, sealed bid procurement method. SFAs cannot break purchases into smaller units in order to avoid the threshold. Also, be aware that some districts have set their own threshold for requiring formal procurement. If the district's threshold is *less* than the federal threshold, then follow the district amount. If the district's threshold is *more* than the federal threshold, then follow the federal amount.

For more information on procurement, refer to "First Choice: A Purchasing System Manual for School Food Service" available at <http://tinyurl.com/aw42mlc> and be sure to attend the Procurement Workshop in Ames, June 25-27, 2013. You can register at <http://www.ucs.iastate.edu/mnet/schoolfoods/home.html>.



The Carrot Patch

Wow! I am impressed how many schools and districts have submitted Certification packets. A bit overwhelming, but we are getting through them as quickly as possible. We appreciate your patience and assistance when we call with questions. Validation reviews have started and are being scheduled all spring. Remember we must review at least 25% of schools certifying this year. Of the reviews completed so far, the reports provide more positive feedback than concerns. Keep up the good work!

But we are not done with changes yet! In the fall the Nutrition Standards for Breakfast begin to be implemented. Watch for webinar and training announcements. The proposed federal rule for competitive foods opened for comments through April 9th. We have posted a comparison to Iowa's Healthy Kids Act 2008 Nutrition Standards on the Healthy Kids Act page of the Department of Education website.

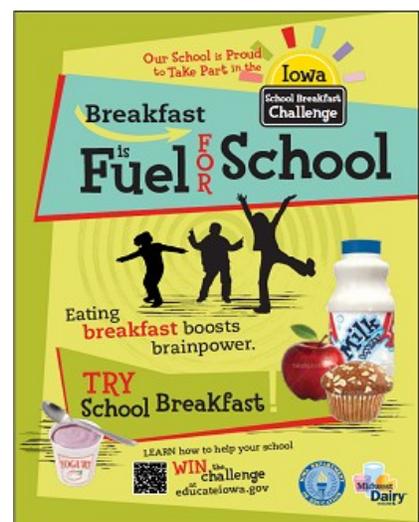
Seven short courses are scheduled this summer. If you are a manager or director new to school food service in the last few years, let me recommend the New Manager's Orientation.

As the work days get more hectic and fast paced be sure to take care of you and have some down time to recharge. Maybe spend some time this evening savoring the seed catalogs to plan which carrots to plant in your spring garden!

Ann

Be on the lookout for posters to arrive from the Midwest Dairy Council. Please post the posters in a prominent place to promote participation in your School Breakfast Program! And don't forget...the Iowa School Breakfast Challenge is going on. For more information visit: <http://tinyurl.com/84alae9>

If you have any questions, please contact Carrie Scheidel at carrie.scheidel@iowa.gov.



Tips for Involving Students

Student involvement is critical in making changes in the school meals. Menu changes and healthier food in a la carte and vending can all be positives for students if they feel as though they've been a part of the process to make the change. Below is a list of tips for involving students in school wellness initiatives:

Elementary:

- Host menu naming contests
- Hold poster contests promoting new menu items
- Include students in taste testing
- Students read the lunch menu during morning announcements

Middle and High School:

- Work with existing student groups to discuss upcoming changes
- Have students lead taste testing events
- Invite students to feature school meals in the school newspaper, webpage, or TV channel
- Work with Family and Consumer Science teachers to prepare school lunch recipes as a part of their class
- Ask students to create a series of advertisements/posters that promote school meals

If you would like to know more information about how to form or utilize a Student Wellness Council, go to <http://iowa.adobeconnect.com/p3hirbl6jgl/> to view the webinar.



Farm To School Round Table

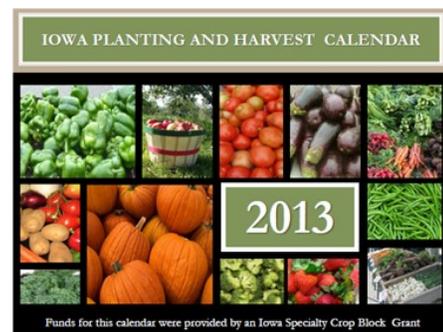
Mid-Prairie School District hosted a Farm-to-School (F2S) Round Table meeting.

Speakers included Tammy Stotts, Iowa Farm-to-School Coordinator from the Department of Agriculture; Jason Grimm from the Iowa Valley Resource Conservation & Development; Jessica Weber and Angie Tournier from Independence School District, and Cheryl Benson from the Iowa Department of Education. The two hour meeting was packed full of information about F2S, and the meeting was well attended, including a couple of local farmers. For more information, check out <http://tinyurl.com/b8mptbt> or contact Tammy Stotts at tammy.stotts@iowaAgriculture.gov.

COMING SOON!

A beautiful calendar developed by the Iowa Department of Agriculture and Land Stewardship's Iowa Farm-to-School Program is a tool for Iowa growers and consumers. This calendar highlights the average harvest dates for Iowa field-grown produce. This calendar can assist your school in your Farm-to-School efforts. The calendar was sent to each Food Service Director.

For more information contact Carrie Scheidel at carrie.scheidel@iowa.gov.



Funds for this calendar were provided by an Iowa Specialty Crop Block Grant

FRESH FRUIT & VEGETABLE PROGRAM

Participants in the FFVP are elementary schools and have a high percentage of students eligible for free and reduced price meals (50% or greater).

This program provides all children in participating schools with a variety of free fresh fruit and vegetable snacks during the school day.

The goal is to create healthier school environments by providing healthier food choices, to expand the variety of fruits and vegetables that children experience, to increase children's fruit and vegetable consumption, and to make a difference in children's diets to impact their present and future health.

This school year, 109 elementary schools are participating, reaching nearly 40,000 children with \$2.3 million dollars in grant funds. **The Grant opportunity for the 2013-2014 Fresh Fruit & Vegetable Program will be officially announced on March 1, 2013 with applications due by March 29, 2013.**

For more information on the program, contact Stephanie Dross at 515-281-4760 or stephanie.dross@iowa.gov.



Applications due
March 29th!

Working Towards HealthierUS School Challenge

Currently Iowa has 24 schools who have won HealthierUS School Challenge awards! In addition, 37 schools have submitted applications that have been approved at both the state and regional levels. The schools are awaiting announcement from USDA.

The most recently awarded schools include Cornell Elementary and Norwoodville Elementary at Saydel Community School District (Silver); Indianola Middle School (Gold Award of Distinction); and Phenix Elementary at West Des Moines Community School District (Gold Award of Distinction). Congratulations for providing your students with the healthiest environments in the nation! The list of Iowa schools can be found at <http://teamnutrition.usda.gov/HealthierUS/Iowa.html>.

Contact Patti Delger at patti.delger@iowa.gov for more information. Application and promotional materials can be found at [HealthierUS School Challenge](#).



Central Community School District HUSSC Bronze Celebration,
November 2012

Food Safety Inspection Requirement

As a reminder, the Reauthorization of the USDA Child Nutrition Programs in 2004 included a requirement that schools and RCCI's receive two Food Safety Inspections each program year. Now is an appropriate time for SFA's to review the inspections status of each of the sites participating in the School Meal Programs.

If each site has not yet had **two inspections**, it is important that the SFA request from the local inspection authority that two inspections be completed prior to the end of the school year. The SFA cannot control whether or not the two inspections are completed, but must document that the SFA has requested two required inspections.

A copy of a letter or a note placed in a file, indicating a call was made to this person on this date requesting the inspections, would be considered documentation. Copies of either the inspections or the documentation must be on file for the State Agency to review. USDA requires the State Agency to report the number of inspections completed. As part of this legislation, schools are also required to have posted in a publicly visible location a copy of the most recent inspection.

How and When to Report:

The food safety/health inspections are reported via the CNP 2000 web based system at: <https://www.edinfo.state.ia.us/CNP/frameManager.asp> On the green navigation bar, select "Health Inspections". On the next screen, click on "Health Inspection," click on Program year 2013, click on "select," and complete the report. **The number of food safety/health inspections that each school/site had must be reported by June 15, 2013.**

If you are not responsible for the food safety inspections, please inform the appropriate individual. Questions may be directed to your area consultant or Diana Weber, Consultant, at 515-281-5663 or Diana.Weber@iowa.gov.

2013 Paid Lunch Equity: School Year (SY) 2013-2014 Calculations

SFAs must annually review their paid lunch revenue to assure compliance with the paid lunch equity requirement. When the average paid lunch price is less than the difference between the free and paid Federal reimbursement rates, the SFA must determine how they will meet the requirement—by increasing their average paid lunch price or providing funds from non-Federal sources.

Therefore, for SY 2013-2014, SFAs which, on average, charged less than **\$2.59** for paid lunches in SY 2012-2013 are required to adjust their average price or provide additional non-Federal funds to the non-profit school food service account. The amount of the per meal increase will be calculated using 2 percent plus 2.93 percent (SY 2012-13 inflation rate), or **4.93** percent.

The Food and Nutrition Service (FNS) has issued an updated version of the PLE tool which includes the new reimbursement and inflation rates and account for, as applicable, crediting any amount SFAs increased paid lunch prices above the required level. The PLE tool will also address any shortfall in meeting the PLE requirement and make the appropriate adjustments based on the information that SFAs input from their records. SFAs should also refer to memo SP 39-2011(Revised) for more guidance on making PLE calculations.

Ask "IT"

Where to Find Form Download in CNP2000



Many people have found it difficult to find the form download on CNP2000 (CNP2000 is the application used for online applications and claims.)

Once you have logged in to the system application (CNP2000) click on the menu choice **Application**. Then choose the **SFA Application** option. On the SFA Application menu page, in the "Action" cell (for right side of grid) select the **Modify** option. This will bring you to the Main Menu page for your application.

Under the "Item Description" column (highlighted in purple), the last listing is "Form Download". Follow that row over under the "Action" column (highlighted in yellow) and select **View**. (see Example A)

Iowa Department of Education
School Meal Programs

CNP 2000 Home SP Home Exit

Applications Rates Claims Health Inspection Maintenance Verification Financial

School Meal Programs Iowa Department of Education

Agreement Number SFA Name School Year

0000 Comm School District 2006 - 2007

2006 - 2007 Application Packet Main Menu Approved

Item Description	SFA Status	Last Updated	Action
SFA Application	Approved	09/06/2006	View Modify
Site Application(s)			Add Site Application
0109 High School	Approved	09/06/2006	View Modify Delete
0209 Junior High School	Approved	09/06/2006	View Modify Delete
0409 Elementary School	Approved	09/06/2006	View Modify Delete
FSMC Contract Fact Sheet			
Not Applicable.			
SFA Contract Fact Sheet			
Not Applicable.			
Vendor Contract Fact Sheet			
Not Applicable.			
Form Download			View
Submit for Approval Date	Date Approved	Status	
7/24/2006 9:46:33 AM	09/06/2006	Approved	

< SFA Select List Submit for Approval

(Example A)

This will bring you to the School Meal Programs Form Download Menu page. To access the document of your choice, select **PDF** (Adobe Reader format) or **ZIP** (WinZip format), which will open the document of choice.

Please send us questions you have about using our website(s) and we will attempt to answer them via email, newsletter or both. Please send your questions to ellen.miller@iowa.gov.

Adult Meal Price for FY14

The expressed purpose of the USDA Child Nutrition Programs is to safeguard the health and well-being of the Nation's children, meals served to adults are neither eligible under legislation and regulations for Federal cash reimbursement, nor do they earn donated food assistance for the School Food Authority (SFA).

For program year 2013-2014, the adult charge should be at least the amount of reimbursement received for a "free" lunch and the per-meal rate of USDA Foods. Since FY14 free meal reimbursement rate and USDA Food per-meal rate are not released until July, SFAs will base FY14 adult meal price on FY13 rates. **For FY14, the adult meal price must be at least \$3.16 (\$2.86 free reimbursement rate; plus \$0.24 USDA Food per-meal rate; plus \$0.06 certification). FY14 SFA applications will not be approved until the adult meal price is at least \$3.16. Please take the necessary action now to ensure compliance.**

School Garden Webinar



Food Corps will be partnering with the Iowa Team Nutrition Program to hold a webinar about school gardens. Information will be shared on how to start a school garden, garden team recruitment, funding opportunities, school garden curriculum, and an update on regulations related to school gardens.

Join us on Wednesday, March 27th from 3:30-4:30pm!

To register, [click here](#).

The webinar will be recorded. If you are unable to participate in the webinar, but are interested in viewing the recording, please register and the recording link will be sent to you.

Please forward on the attached flyer to others that may be interested!



USDA Foods Available Survey

Late January you should have received an interest survey in your email. The purpose of this survey is to gather information about what USDA Foods you would like us to purchase for the following school year. Starting

this year, all National School Lunch Program participants will be sent a survey, annually. The input on this, and future surveys, will help determine which of the 180 available USDA Foods the state office will procure for the following school year.

The survey is an Excel document that will be emailed out. You may fill out the form in excel, save your changes, and email it back to us. A printable version is also available upon request. Please consider taking a moment to fill out this survey. Your input will be a great asset in helping determine which USDA Foods will be procured for the upcoming school year!

Forms

On our website <http://educateiowa.gov>, A-Z tab, click on USDA Foods Distribution there a few forms that we would like to draw your attention to. The first is the Complaint Form. Whenever there is an issue with a USDA Food item, please contact the State Agency as soon as possible. In addition, you will need to complete a USDA Food Complaint Form. The form can be mailed, emailed, or faxed to the State Agency. Addresses and additional information can be found on the form.

The second form we would like to draw attention to is the USDA Food Received Overage/Shortage Form. Whenever you receive one of your six yearly state distributions, please have someone check in the order as it is unloaded. If there are any overages, shortages, or damages have the driver sign your Warehouse Release. As well you will need to complete the form and mail, email, or fax it to the State Agency as soon as possible.



2013 Summer Food Service Program

Although we are in the midst of winter, now is the time to begin planning for your Summer Food Service Program. Many Summer Food Service Program feeding sites exist in Iowa, but their reach is not far enough to meet needs statewide.

What can you do? Join us in supporting children by becoming a partner in the Summer Food Service Program. Promote participation in an already established summer feeding site or become a new sponsor for the summer of 2013. Sponsors must be able to provide a capable staff, supervision, and food service capabilities.



The most successful summer programs offer activities for kids. Kids are more likely to come out for a meal when there is an activity to keep them there. Activities can include anything from sports, tutoring, arts and crafts, to other activities with community partners. Developing partnerships with other community organizations is often the key to being able to offer great activities. Consider partnering with your local library, a park & recreation program, a YMCA, or Boys & Girls Club, the swimming pool, a local gardening club, or a local grocery store. Think about your community and find ways to get them engaged. The possibilities are endless. For more information about the Summer Food Service Program, contact Stephanie Dross at stephanie.dross@iowa.gov or 515-281-4760.

Mark Your Calendar

Tuesday, March 26th, 2-3pm: Completion of your Summer Food Service Application Webinar

Tuesday, May 7th, 2-4pm: Summer Food Service Program Mandatory Training Webinar

You can register for these webinars on the DE website calendar at <http://tinyurl.com/amkedl3>.



Produce Safety – Preparation, Handling, and Service

Fresh produce is considered a ready-to-eat food. When foods are not cooked, there is no “kill step” to eliminate any harmful micro-organisms that might be present. This makes proper preparation, handling, and service critical to food safety. No matter how healthy a food is, if it is not safe, it cannot be nutritious.

What can you do to keep the produce you prepare and handle safe?

1. Wash your hands frequently and wear gloves when handling fresh ready-to-eat fruits and vegetables. Change your gloves whenever they are contaminated or torn.
2. Wash produce under running water, and use a designated vegetable brush to scrub rough surface produce like cantaloupes and potatoes.
3. Consider designating one sink to be used for washing only fresh produce. This helps to prevent cross contamination from raw meats, poultry, or eggs. (Con't on Page 10)

Produce Safety – Preparation, Handling, and Service (Con't from Page 9)

4. Start with clean and sanitized equipment, cutting boards, and knives. Fresh produce may become cross-contaminated easily and quickly from many surfaces including equipment, storage containers, your hands, and even gloves.
5. Develop and follow procedures to prevent contamination as produce flows through your kitchen.
6. Train and observe staff to make sure that fresh produce is being handled and prepared safely.
7. Discard all fresh produce that may be contaminated. When in doubt, throw it out.
8. Use refrigeration units, ice or ice packs to keep produce chilled on the serving line. When using ice, make sure it touches the bottom of the pan holding the produce. Do not place produce directly on the ice, unless it is pre-packaged.
9. Monitor the time and temperature of all produce during holding and service to prevent moisture loss, maintain quality, and extend shelf life. Cut melons, cut tomatoes, and leafy greens must be temperature controlled for safety.
10. Use food shields, sneeze guards, or pre-portioned foods to protect the produce on the serving line.

A series of resources on produce safety that describe practices for receiving, storing, handling, and purchasing fresh produce can be found at: <http://nfsmi.org/ResourceOverview.aspx?ID=394>

Iowa Dept of Education Nondiscrimination Statement

It is the policy of the Department of Education not to discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, gender, disability, religion, age, political party affiliation, or actual or potential parental, family or marital status in its programs, activities, or employment practices as required by the Iowa Code sections 216.9 and 256.10(2), Titles VI and VII of the Civil Rights Act of 1964, the Equal Pay Act of 1973, Title IX, Section 504 (Rehabilitation Act of 1973), and the Americans with Disabilities Act.

If you have questions or grievances related to compliance with this policy by the Iowa Department of Education, please contact the legal counsel for the Iowa Department of Education, Grimes State Office Building, Des Moines, IA 50319-0146, telephone number 515/281-5295; or the Director of the Office for Civil Rights, U.S. Department of Education, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661, telephone number 312/730-1560, fax 312/730-1576, email: OCR.Chicago@ed.gov

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To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call 1(866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact the USDA through the Federal Relay Service at 1(800) 877-8339 or 1(800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

Summer's coming!

School Lunch Short Course Schedule:

Manager's Update	June 13, 2013
ServSafe Certification Course	June 18, 2013
Produce Safety	June 19, 2013
Food Safety-HACCP 101	June 20, 2013
First Choice Procurement Workshop	June 25-27, 2013
Financial Management Seminar	July 9-10, 2013
Healthy School Meals Workshop	July 30-31, 2013
New Manager's Orientation	July 30-Aug 1, 2013

Plan to increase your confidence, learn new skills and network with other food service professionals! 2013 Summer School Lunch Short Courses are being planned, and registration is now available. Please read the detailed description available at the registration page before you begin registration. A link to the details and registration can be found at <http://tinyurl.com/b5ifpdf>.

The Summer Short Course workshops that are offered are designed to provide you with the essential knowledge in implementing or maintaining your National School Lunch and School Breakfast programs. More information about each workshop is included in the registration materials. New and emerging issues are most often incorporated into the content provided, and/or presented at the Manager's Update Workshop. Our Manager's Update this year will focus on the new Breakfast meal pattern, the new Bureau review visit procedures, and other updates.

We at the Bureau of Nutrition and Health Services hope to see you this summer!

If you have questions not answered in the description, please call Sandra Fiegen at 319-377-1898 or email sandra.fiegen@iowa.gov.

Friendly Reminder! ***Food Production Records***

Include milk counts by type of milk (skim flavored, skim unflavored, etc.) and also record the amount of leftovers for food items on your production records – include approximate amount (1/2 pan, 1 cup, 1/2 cup, etc.), to document enough food was prepared for all students and to assist with future forecasting of amounts to prepare.

Save The Date!

2013-2014 Iowa Eligibility
Application/Direct Certification
Training Webinar

July 25, 2013—1:00-3:00 PM

Watch the DE website and monthly memo's for registration information.

HUMMUS SNICKERDOODLE: West Des Moines, School Nutrition and Student Dietitians

Number of Portions: 100

Size of Portion: 1/4 CUP

Ingredients	Measures	Instructions
903530 GARBANZO BEANS; CANNED; LOW SO-DIUM	1 1/2 gals + 1 cup	Drain and rinse garbanzo beans.
014429 WATER, MUNICIPAL	3 1/8 cups	Combine all ingredients in a food processor and puree to a smooth consistency. Spread 5 lb 1/2 oz (approximately 3 qt 1 cup) into each shallow pan (12" x 20" x 2 1/2") to a product depth of 2" or less. For 50 services use 2 pans. For 100 servings use 4 pans. CCP: Cool to 41° F or lower within 4 hours. CCP: Refrigerate until served
050469 SUNFLOWER SEED BUTTER, SALT ADDED	3 1/8 cups	
019129 SYRUPS, TABLE BLENDS, PANCAKE	3 1/8 cups	
019334 SUGARS, BROWN	1 1/2 cups + 1 TBSP (packed)	
002010 CINNAMON, GROUND	1/4 cup + 1/2 tsp	
		Portion with #16 scoop (1/4 cup)
Calories	83 kcal	*Nutrients are based upon 1 Portion Size (1/4 CUP)
Total Fat	3.79 g	Cholesterol 0 mg
Saturated Fat	0.40 g	Sodium 50 mg
Trans Fat ¹	*0.00* g	Carbohydrates 11.84 g
Credits - 1/4 cup Legume		

N/A - denotes a nutrient that is either missing or incomplete for an individual ingredient

* - denotes combined nutrient totals with either missing or incomplete nutrient data

¹ - denotes optional nutrient values